1948.

File No. T.A/48

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Legal **DEPARTMENT**

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2/1 **Subject:—** T.A.

Bill for Gazetted and non-Gazetted Government Servants in the Establishment of Legal Department

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Travelling Allowance
Bills.
Prompt disposal of-
By non-officials.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

CIRCULAR No. 3339/33.

CIRCULAR OF GOVERNMENT.

It has been brought to the notice of Government that travelling allowance claims preferred by non-officials serving in an honorary capacity on various Boards, Committees, etc., appointed by Government are unduly delayed. All authorities dealing with travelling allowance claims should bear in mind that delay in disposal of such claims involves hardship, and that it is particularly necessary to ensure that the travelling allowance claims of a non-official who is doing public work in an honorary capacity are settled without delay. In order that such delays may not occur, Government is pleased to issue the following directions for the use of both non-officials and Government officers dealing with such claims :-

(i) The non-officials claiming travelling allowance should prefer claims for travelling allowance as soon as the meeting of the Board or Committee is over.

(ii) The Controlling Officer should see that -

(a)

(a) the bills are submitted in time for his countersignature,

(b) the bills are forwarded to the office of the Accountant General, Bombay, with the least possible delay for payment at treasuries from which they are payable; and

(c) an intimation is given to members to the effect that the bills are sent to the office of the Accountant General , Bombay.

(iii) The dates on which the meetings of Boards or Committees are held, as well as names of non-official members who are likely to attend the meeting, with their addresses, should be communicated by the Controlling Officer to the office of the Accountant General , Bombay, in advance for independent check.

2. The Controlling Officers are further requested to see, while forwarding the bills to the office of the Accountant General, Bombay, for preaudit that there are no omissions and defects in the bills. The following points should be particularly noted :-

(i) Mode of conveyance used is specified in certificate No. 4 in the Travelling Allowance Bill Form, and vouchers in support of the expenditure on account of road journey should be furnished. In cases where vouchers are not available, certificate No. 7 should be completed.

(ii) Class of accommodation actually used in respect of each journey should be specified.

X For further inspections pl. see G.C.,F.D.No. 3339/33, dt. 8-6-50 (RINo. 10846, dt. 23-6-50 in TA/50)

(iii) A certificate to the effect that a member has not already drawn travelling allowance for the same journey or halt made by him in another capacity should be furnished along with the bill.

(iv) The bills should be countersigned before they are forwarded to the office of Accountant General.

(v) Classification regarding the correct budget head should be inserted in the travelling allowance bill.

3. The Accountant General, Bombay, has undertaken to pass the bills as early as possible and to forward them to Treasury Officers concerned for payment, intimating, at the same time, the fact to the members who prefer the bills and also to the Controlling Officers who forward the bills for passing payment.

By order of the Governor of Bombay,

V. M. JOSHI
Deputy Secretary to Government.

G. C., No. 3339/33, F. D. dated 5th January 1948.

To

The Accountant General, Bombay,
*The Prothonotary and Senior Master, His Majesty's High Court, Bombay,
*The Registrar of His Majesty's High Court of Judicature, Appellate Side, Bombay,
All Departments of the Secretariat,
All other Heads of Departments under the several Departments of Secretariat.

*By letter.

No. of 1948.

Copy forwarded for information and guidance to

BKS. 22/5/ 4c

Travelling Allowance.
Cancellation charges in respect of unused tickets.

Reimbursement of-

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution No. 1922/33.

Bombay Castle, 14th April 1948

RESOLUTION OF GOVERNMENT.

Government servants intending to travel on duty have to cancel their journeys at times on account of other urgent public work, and in such cases if they have laresdy purchased the tickets they have to pay cancellation charges for the same. Government has under consideration the question of reimbursement of such cancellation charges and the following orders are issued in connection therewith.

2. Railway tickets .- Ordinarily the Railway authorities make a deduction of 10 per cent.of the value of the unused ticket on a claim to refund in respect of it. They are, however, authorised to waive the deduction in certain circumstances and the Government of India has prescribed following procedure for Government servants claiming a refund in respect of an unused ticket. "The refunding authorities on Railways are authorised to waive the 10 per cent. deduction in exceptional circumstances and in practice the deduction would not normally be made in respect of a reservation cancelled two hours or more before the departure of a train by a Government servant forced to take such action for official reasons. As however all railway reservations made by Government servants do not pertain to travel on Government business in a case in which an official journey is cancelled under orders of a superior officer a certificate to that effect will be necessary if the refunding authority is to consider favourably the relaxation of the 10 per cent. rule."

3. In cases where the 10 per cent. deduction is waived as above. Government will reimburse to the Govern. ment servant the reservation fee, if any, paid for a berth. If the deduction is not waived, the cancellation charges will be reimbursed to the Government servant by Government but the reimbursement should be restricted to what it would be, had the officer booked his journey by the shortest route, save in exceptional cases when the route actually adopted by the Government servant is certified to be in the interests of public service.

4. Air passages.- As regards the deductions made by Air Transport Companies on cancellation of air passages it has been decided that when the cancellation of the journey is solely in the interests of public service the Government servant concerned may be reimbursed by Government. This reimbursement is restricted to such of the Government servants as have been authorised by a competent authority to travel by air, and the amount limited to the net deduction made by the Air Transport Company concerned.

5. The travelling allowance rules do not provide for journeys by air-conditioned coaches. No claim for refund of these charges can, therefore, be entertained by Government. The refund of these charges is a matter for the individual Railways to deal with, and it is open to the Government servant concerned to approach the Railway Administration direct for this purpose.

No refund of the "Agency Charges " should also be made, as a Government servant who books his journey through a

"Travel Agent" does n so for his own convenience.

6. These orders will have effect from 1st April 1948.

By order of the Governor of Bombay,

Noted & Subd. for information.
This may be circulated to all Officers & office members.

File T.A./48.

D. H. DAMLE,
Under Secretary to Government.

G. R., No. 1922/33, F D., dated 14th April 1948.

To

The Accountant General , Bombay,
The Private Secretary to Governor,
*The Registrar of His Majesty's High Court of Judicature, Appellate Side, Bombay,
*The Prothonotary and Senior Master, His M Majesty's High Court, Bombay,
All Departments of the Secretariat,
All heads of officers under the several Departments of the Secretariat,
The Chief Manager, Great Indian Peninsula, Bombay, Baroda and Central India and Madras Southern Maratha Railways (with copies of Government of India, Finance Department Memorandum No. F. 2(7), F,II 46, dated 25th January 1947, and of Ministry of Finance letter No. D. 3350-B/48, dated 10th March 1948).

*By letter.

No. of 1948

Copy forwarded for information and guidance to.

BKS. 22/3/ 4c.

Travelling Allowance.

Procedure for -
Parliamentary Secretaries.

GOVERNMENT OF BOMBAY.
Political and Services Department.
CIRCULAR NO.9842/3/H-M.
Bombay Castle, 23rd September 1948.

CIRCULAR OF GOVERNMENT.

The following rules regarding drawal of travelling allowance by Parliamentray Secretaries when travelling on duty have been approved by Government :

1. Parliamentary Secretaries are authorised to sign their own travelling allowance bills. Each travelling allowance bill, however, should be countersigned by the Honourable Minister to whom the Parliamentary Secretary is attached before it is forwarded to the Accountant General , Bombay.

2. When, in the interests of the public service such as saving of public time, disposal of work on route etc., a Parliamentary Secretary performs a journey by a route other than the shortest or cheapest, he is authorised to draw travelling allowance calculated on the route actually taken provided that the allowance calculated on such route does not exceed that calculated on the shortest or cheapest route by more than 50%. In such cases, a Parliamentary Secretary, should record on the face of the travelling allowance will presented for payment in the special reasons for travelling by a route other than the shortest or ~~any~~ cheapest route.

3. If a ~~y~~ Parliamentary Secretary desires to claim full mileage allowance instead of the allowance contemplated in 2 above, he should obtain the orders of the Honorable Minister to whom he is attached and of the Honourable the Finance Minister before the bill is countersigned. The Department of the Secretariat concerned should communicate separately these orders to the Accountant General, Bombay, through the Finance Department.

4. The Parliamentary Secretary himself should pay the cost of hire of a Government Transport Service car whenever he hires a Government Transport Servies car for journeys by road, and reimburse himself from the travelling allowance admissible to him.

5. Paliamentary Secretaries may be given advances of travelling allowance under the applicable rules if such advances are asked for.

By order of the Governor of Bombay

M.D.BHAT.

Chief Secretary to Government.

To

The Accountant General , Bombay,
All Departments of the Secretariat,
D.K.Kunte,Esquire,Parliamentary Secretary.
D.N.Wandrekar,Esquire,Parliamentary Secretary,
Miss Indumati Chimanlal, Parliamentary Secretary,
K.F.Patil ,Esquire.,Parliamentary Secretary,
S.P. Gaokar, Esquire.,Parliamentary Secretary,
V.B.Chavan,Esquire,Parliamentary Secretary,
S.R.Kanthi,Esquire.,Parliamentary Secretary,
S.T.Kore,Esquire,Parliamentary Secretary.

BKS- 22/5/ 4c.

7

Travelling allowance bills
Staff employed in the refugee camps-controlling officer for

GOVERNMENT OF BOMABY.
Relief and Rehabilitation Department.
Resolution No. R.86.
Bombay Castle, 11th October 1948.

Resolution of Government.

Government is pleased to direct that the Refugee Officer, Bombay, and the Collectors in the Districts should be declared as Controlling Officers for purposes of Travelling allowance of Government servants in the Refugee Camps under their control.

By order of the Governor of Bombay,

Sd/-D.N.Pinge.

For Deputy Secretary to the Government of Bombay,
Relief and Rehabilitation Department.

The Accountant General, Bombay (through the Finance Dept),

The Finance Department,

The Director of Relief and Rehabilitation,

All Collectors,

The Administrator, Kalyan Refugee Camp,

All Camp Commandants,

All other Departments of the Secretariat (except the Separate Department).

BRS. 22/5/ 4c.